Welcome to

Focal Point Access Process

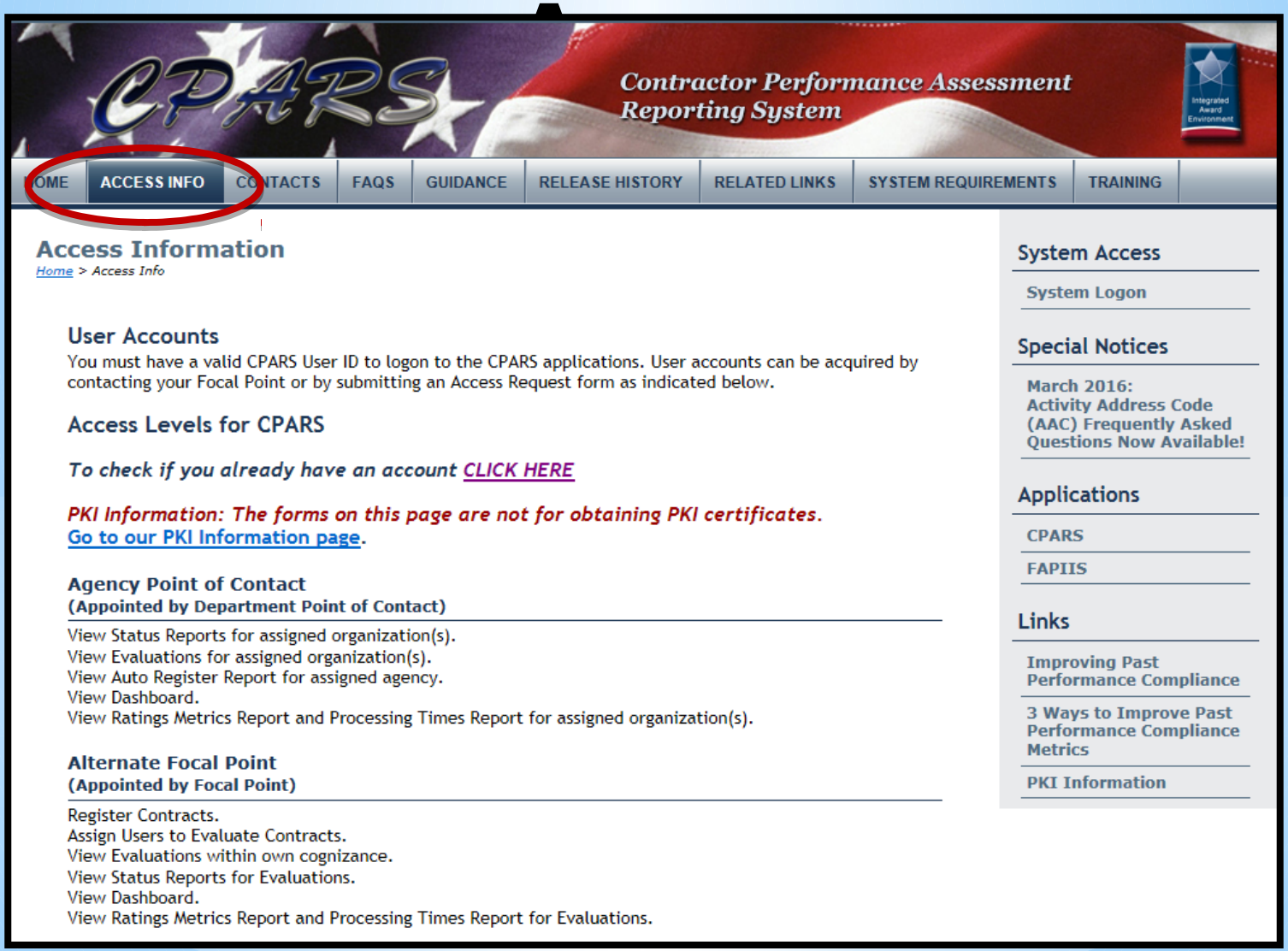
Agenda

- ✓ Requesting Focal Point Access
- ✓ Approving Focal Point Access Request
- ✓ Denying Focal Point Access Request
- ✓ Transferring Focal Point Access
- ✓ Deleting Focal Point Account
- ✓ Viewing List of Current Focal Points

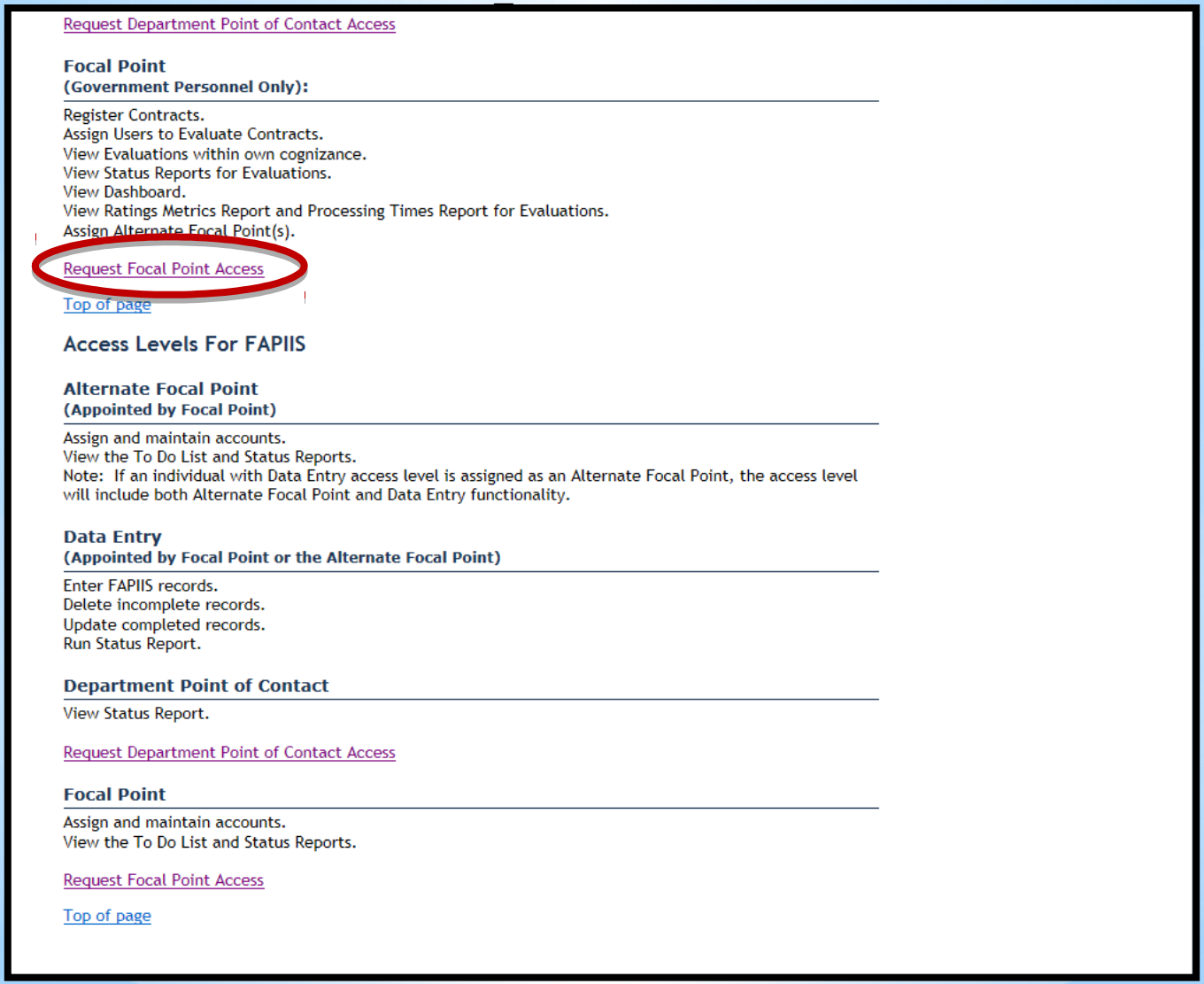
Focal Point Access Request, Approval, and Transfer Process

- ✓ Focal Point Access Requests Submitted Online
  - Submitted on CPARS Website on Access Info Page
- ✓ Focal Point Access Requests Approved or Denied by Agency Point of Contact (APOC) or Department Point of Contact (DPOC)
- ✓ APOC/DPOC Performs Focal Point Transfers and Deletes Focal Points Who No Longer Require CPARS Access

Requesting Focal Point


CPARS
Contractor Performance Assessment Reporting System
HOME
ACCESS INFO
CONTACTS
FAQS
GUIDANCE
RELEASE HISTORY
RELATED LINKS
SYSTEM REQUIREMENTS
TRAINING
Access Information
Home > Access Info
User Accounts
You must have a valid CPARS User ID to logon to the CPARS applications. User accounts can be acquired by contacting your Focal Point or by submitting an Access Request form as indicated below.
Access Levels for CPARS
To check if you already have an account CLICK HERE
PKI Information: The forms on this page are not for obtaining PKI certificates.
Go to our PKI Information page.
Agency Point of Contact
(Appointed by Department Point of Contact)
View Status Reports for assigned organization(s).
View Evaluations for assigned organization(s).
View Auto Register Report for assigned agency.
View Dashboard.
View Ratings Metrics Report and Processing Times Report for assigned organization(s).
Alternate Focal Point
(Appointed by Focal Point)
Register Contracts.
Assign Users to Evaluate Contracts.
View Evaluations within own cognizance.
View Status Reports for Evaluations.
View Dashboard.
View Ratings Metrics Report and Processing Times Report for Evaluations.
System Access
System Logon
Special Notices
March 2016: Activity Address Code (AAC) Frequently Asked Questions Now Available!
Applications
CPARS
FAPIIS
Links
Improving Past Performance Compliance
3 Ways to Improve Past Performance Compliance Metrics
PKI Information

Requesting Focal Point



Request Department Point of Contact Access

Focal Point
(Government Personnel Only):

Register Contracts.
Assign Users to Evaluate Contracts.
View Evaluations within own cognizance.
View Status Reports for Evaluations.
View Dashboard.
View Ratings Metrics Report and Processing Times Report for Evaluations.
Assign Alternate Focal Point(s).

Request Focal Point Access

Top of page

Access Levels For FAPIIS

Alternate Focal Point
(Appointed by Focal Point)

Assign and maintain accounts.
View the To Do List and Status Reports.
Note: If an individual with Data Entry access level is assigned as an Alternate Focal Point, the access level will include both Alternate Focal Point and Data Entry functionality.

Data Entry
(Appointed by Focal Point or the Alternate Focal Point)

Enter FAPIIS records.
Delete incomplete records.
Update completed records.
Run Status Report.

Department Point of Contact

View Status Report.

Request Department Point of Contact Access

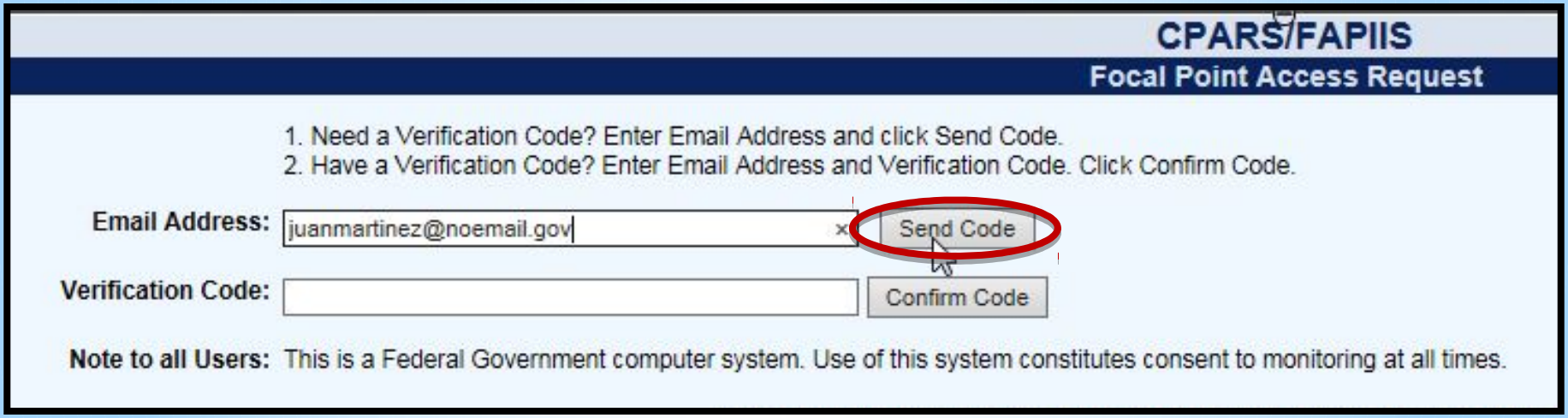
Focal Point

Assign and maintain accounts.
View the To Do List and Status Reports.

Request Focal Point Access

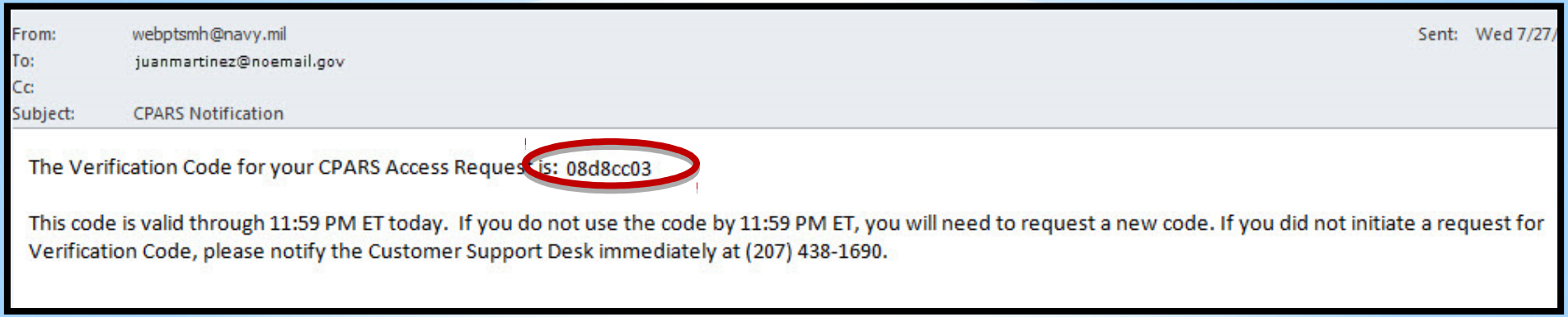
Top of page

Requesting Focal Point Access


CPARS/FAPIIS
Focal Point Access Request
1. Need a Verification Code? Enter Email Address and click Send Code.
2. Have a Verification Code? Enter Email Address and Verification Code. Click Confirm Code.
Email Address:
juanmartinez@noemail.gov
Send Code
Verification Code:
Confirm Code
Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

Use Email Address to Request Verification Code.

Requesting Focal Point Access



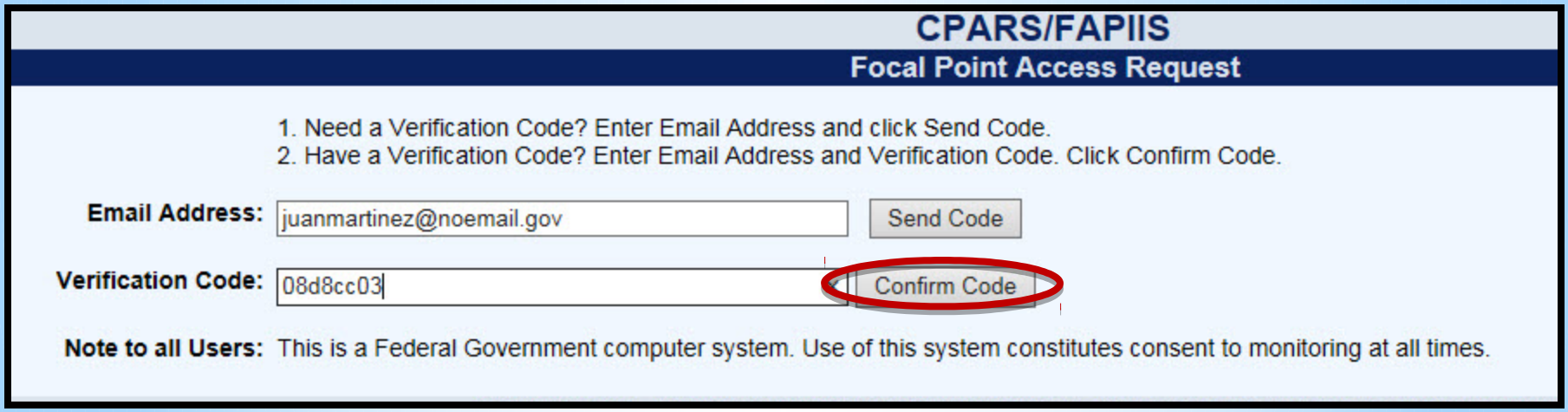
From: webptsmh@navy.mil
Sent: Wed 7/27/
To: juanmartinez@noemail.gov
Cc:
Subject: CPARS Notification

The Verification Code for your CPARS Access Reques is: 08d8cc03

This code is valid through 11:59 PM ET today. If you do not use the code by 11:59 PM ET, you will need to request a new code. If you did not initiate a request for Verification Code, please notify the Customer Support Desk immediately at (207) 438-1690.

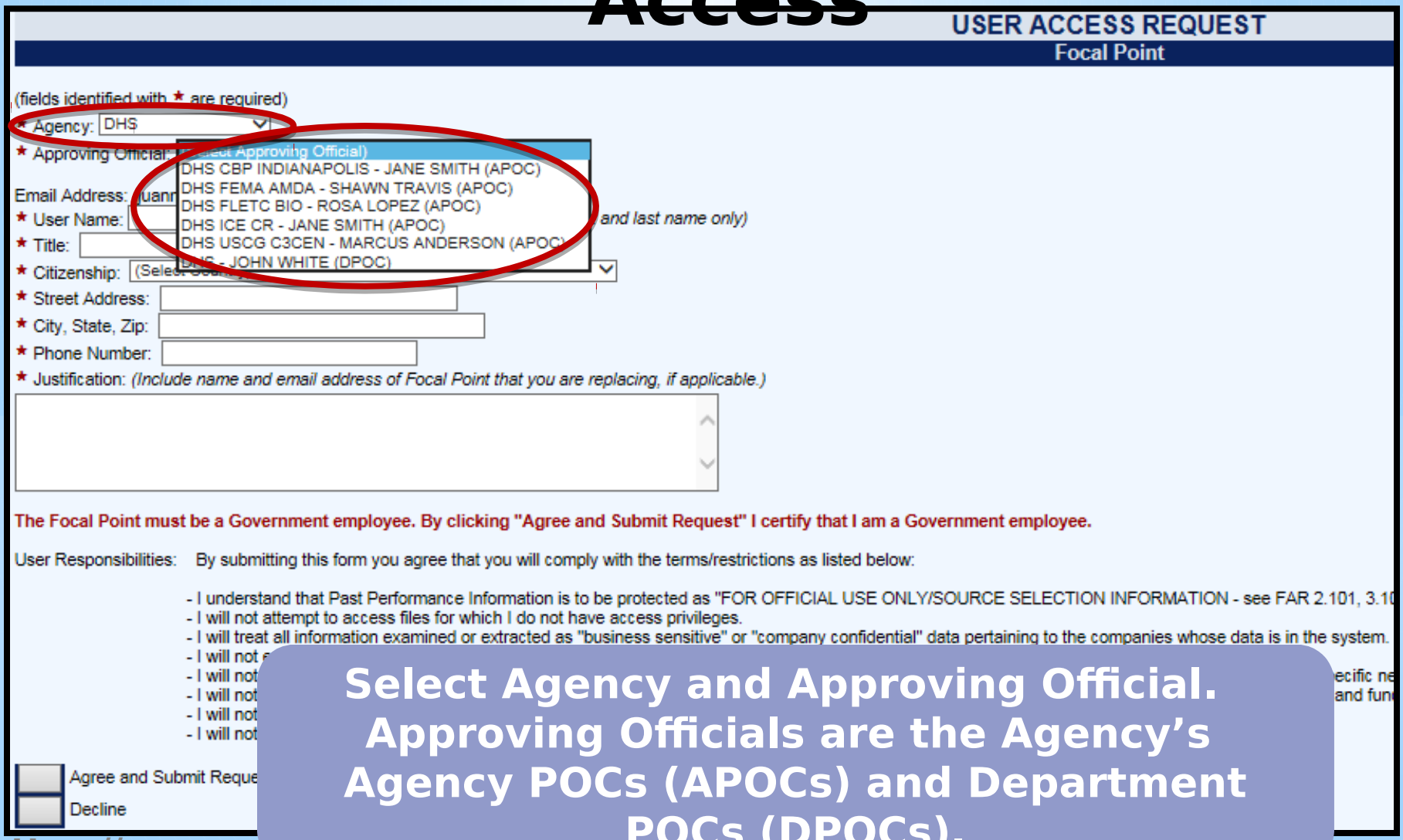
Verification Code provided in automatic email notification.
Verification Code valid until 11:59 PM ET on date it was issued.

Requesting Focal Point Access


CPARS/FAPIIS
Focal Point Access Request
1. Need a Verification Code? Enter Email Address and click Send Code.
2. Have a Verification Code? Enter Email Address and Verification Code. Click Confirm Code.
Email Address:
juanmartinez@noemail.gov
Send Code
Verification Code:
08d8cc03
Confirm Code
Note to all Users:
This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

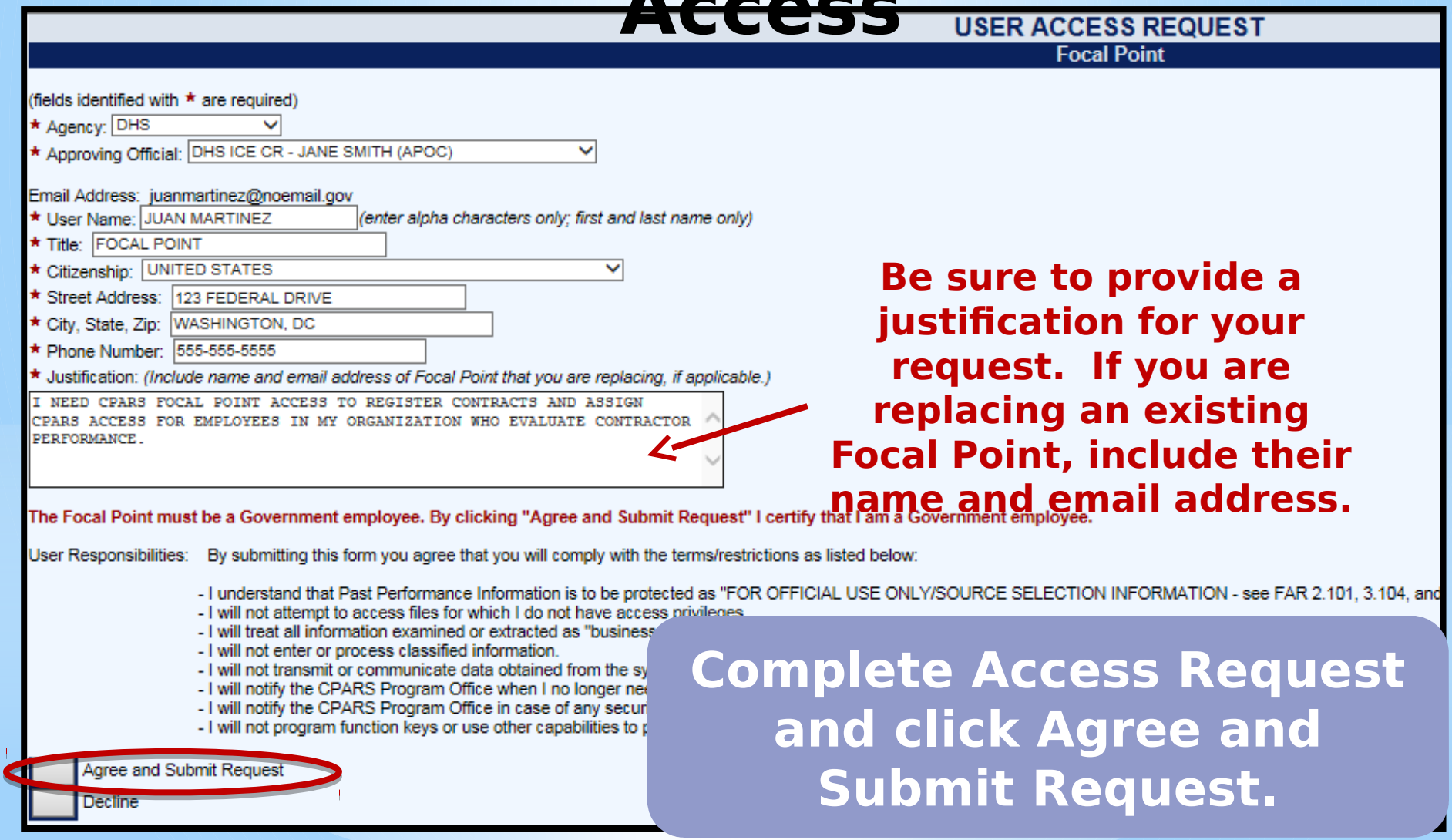
Enter Email Address and Verification Code.
Click Confirm Code.

Requesting Focal Point Access


USER ACCESS REQUEST
Focal Point
(fields identified with * are required)
* Agency: DHS
* Approving Official: (Select Approving Official)
DHS CBP INDIANAPOLIS - JANE SMITH (APOC)
DHS FEMA AMDA - SHAWN TRAVIS (APOC)
DHS FLETC BIO - ROSA LOPEZ (APOC)
DHS ICE CR - JANE SMITH (APOC)
DHS USCG C3CEN - MARCUS ANDERSON (APOC)
DHS - JOHN WHITE (DPOC)
Email Address:
* User Name:
and last name only)
* Title:
* Citizenship:
* Street Address:
* City, State, Zip:
* Phone Number:
* Justification: (Include name and email address of Focal Point that you are replacing, if applicable.)
The Focal Point must be a Government employee. By clicking "Agree and Submit Request" I certify that I am a Government employee.
User Responsibilities: By submitting this form you agree that you will comply with the terms/restrictions as listed below:
- I understand that Past Performance Information is to be protected as "FOR OFFICIAL USE ONLY/SOURCE SELECTION INFORMATION - see FAR 2.101, 3.10
- I will not attempt to access files for which I do not have access privileges.
- I will treat all information examined or extracted as "business sensitive" or "company confidential" data pertaining to the companies whose data is in the system.
Agree and Submit Reque
Decline

Select Agency and Approving Official. Approving Officials are the Agency's Agency POCs (APOCs) and Department POCs (DPOCs).

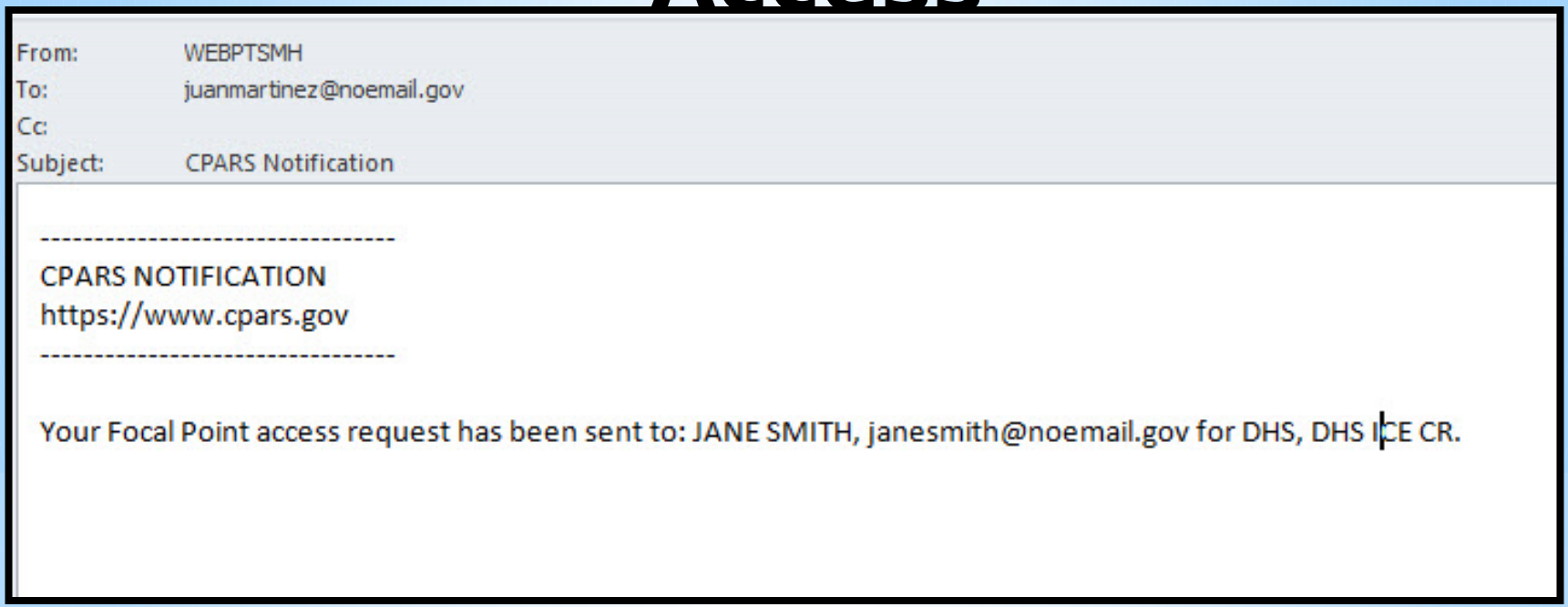
Requesting Focal Point Access


USER ACCESS REQUEST
Focal Point
(fields identified with * are required)
* Agency: DHS
* Approving Official: DHS ICE CR - JANE SMITH (APOC)
Email Address: juanmartinez@noemail.gov
* User Name: JUAN MARTINEZ (enter alpha characters only; first and last name only)
* Title: FOCAL POINT
* Citizenship: UNITED STATES
* Street Address: 123 FEDERAL DRIVE
* City, State, Zip: WASHINGTON, DC
* Phone Number: 555-555-5555
* Justification: (Include name and email address of Focal Point that you are replacing, if applicable.)
I NEED CPARS FOCAL POINT ACCESS TO REGISTER CONTRACTS AND ASSIGN CPARS ACCESS FOR EMPLOYEES IN MY ORGANIZATION WHO EVALUATE CONTRACTOR PERFORMANCE.
The Focal Point must be a Government employee. By clicking "Agree and Submit Request" I certify that I am a Government employee.
User Responsibilities: By submitting this form you agree that you will comply with the terms/restrictions as listed below:
- I understand that Past Performance Information is to be protected as "FOR OFFICIAL USE ONLY/SOURCE SELECTION INFORMATION - see FAR 2.101, 3.104, and
- I will not attempt to access files for which I do not have access privileges
- I will treat all information examined or extracted as "business
- I will not enter or process classified information.
- I will not transmit or communicate data obtained from the sy
- I will notify the CPARS Program Office when I no longer ne
- I will notify the CPARS Program Office in case of any secur
- I will not program function keys or use other capabilities to p
Agree and Submit Request
Decline

Be sure to provide a justification for your request. If you are replacing an existing Focal Point, include their name and email address.

Complete Access Request and click Agree and Submit Request.

Requesting Focal Point Access



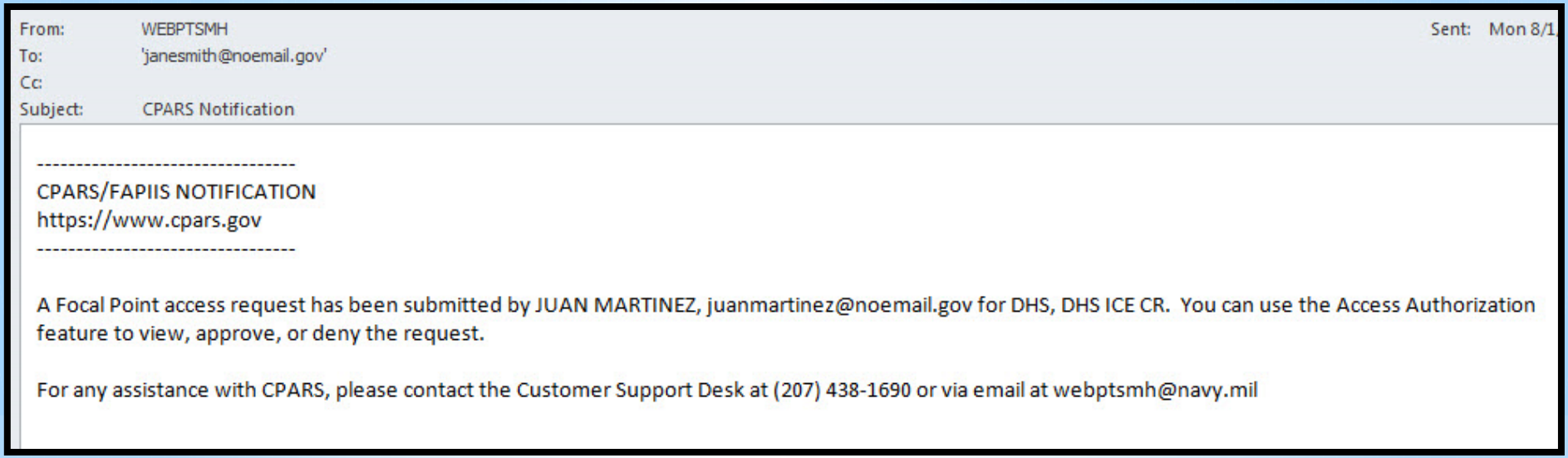
From: WEBPTSMH
To: juanmartinez@noemail.gov
Cc:
Subject: CPARS Notification

CPARS NOTIFICATION
https://www.cpars.gov

Your Focal Point access request has been sent to: JANE SMITH, janesmith@noemail.gov for DHS, DHS ICE CR.

Requestor receives automatic email notification to confirm that their Focal Point access request has been submitted.

Requesting Focal Point Access



From: WEBPTSMH
To: 'janesmith@noemail.gov'
Cc:
Subject: CPARS Notification
Sent: Mon 8/1

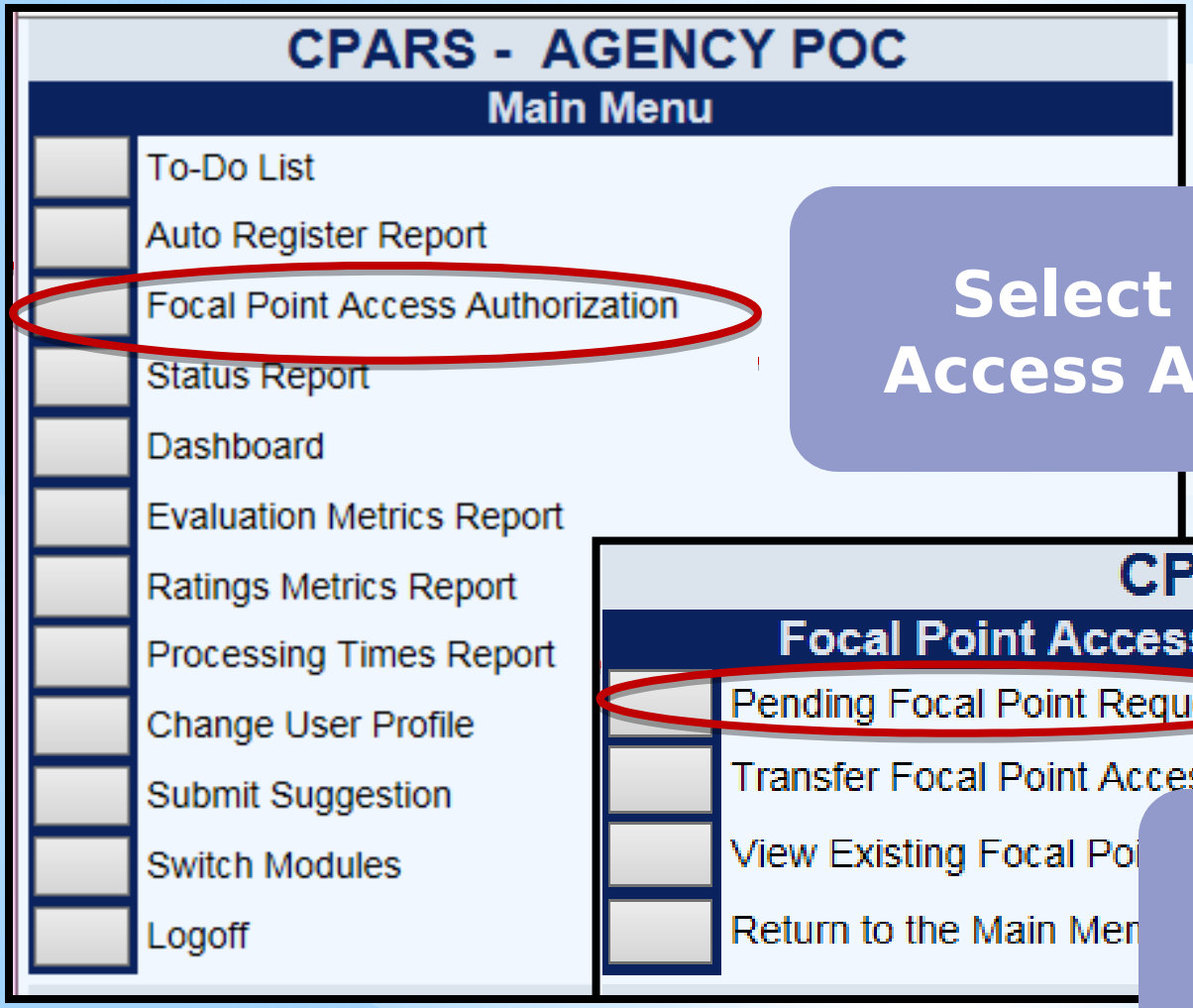
CPARS/FAPIIS NOTIFICATION
https://www.cpars.gov

A Focal Point access request has been submitted by JUAN MARTINEZ, juanmartinez@noemail.gov for DHS, DHS ICE CR. You can use the Access Authorization feature to view, approve, or deny the request.

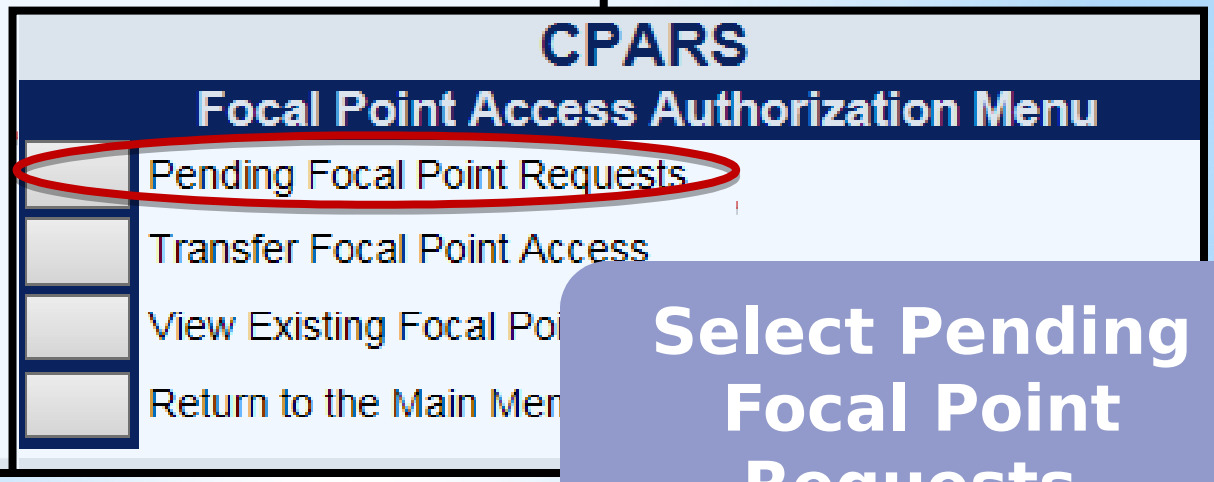
For any assistance with CPARS, please contact the Customer Support Desk at (207) 438-1690 or via email at webptsmh@navy.mil

APOC/DPOC receives automatic email notification that they have received a Focal Point access request.

Approving Focal Point Access

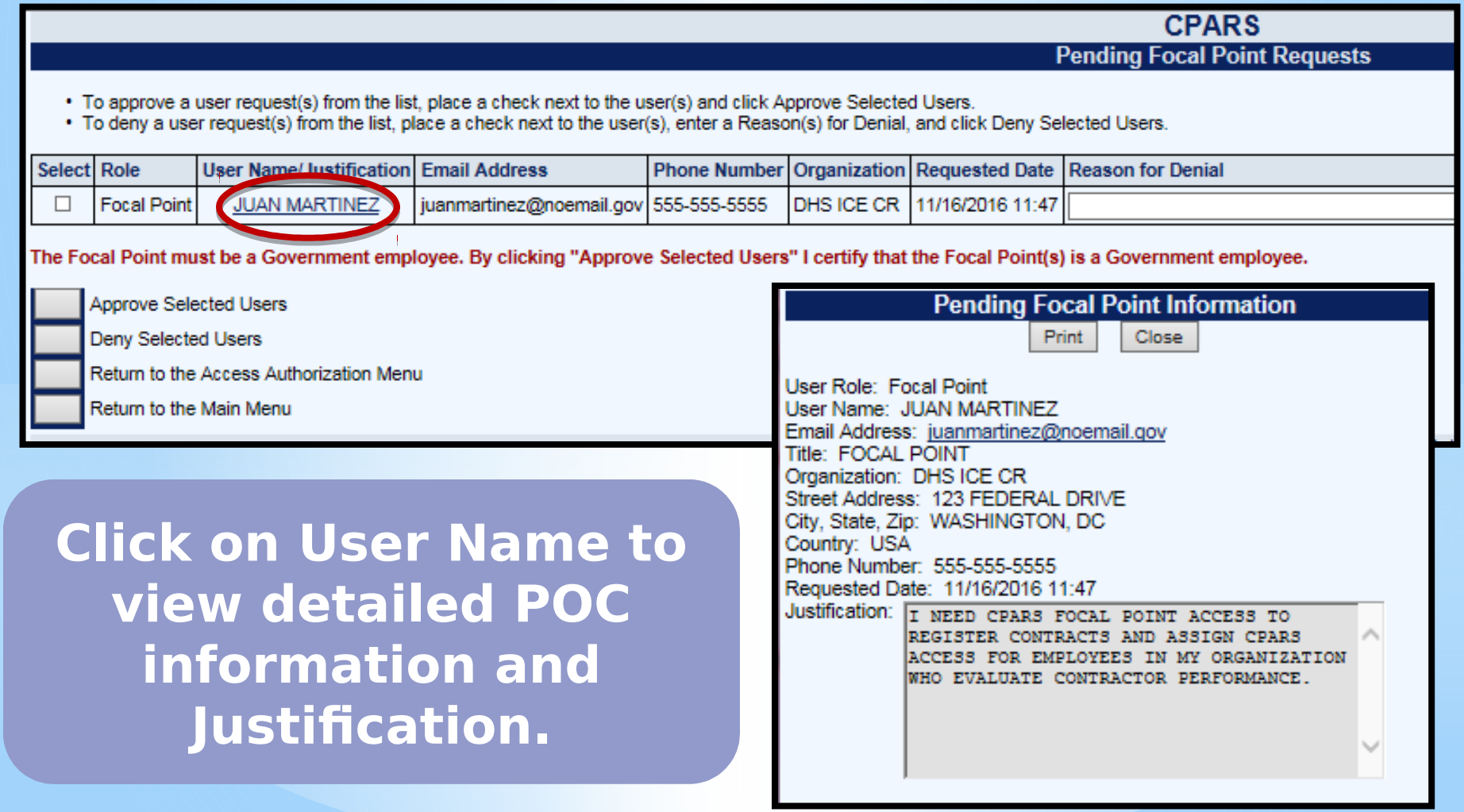


Select Focal Point Access Authorization.



Select Pending Focal Point Requests.

Approving Focal Point Access


CPARS
Pending Focal Point Requests
• To approve a user request(s) from the list, place a check next to the user(s) and click Approve Selected Users.
• To deny a user request(s) from the list, place a check next to the user(s), enter a Reason(s) for Denial, and click Deny Selected Users.
Select
Role
User Name/ Justification
Email Address
Phone Number
Organization
Requested Date
Reason for Denial
Focal Point
JUAN MARTINEZ
juanmartinez@noemail.gov
555-555-5555
DHS ICE CR
11/16/2016 11:47
The Focal Point must be a Government employee. By clicking "Approve Selected Users" I certify that the Focal Point(s) is a Government employee.
Approve Selected Users
Deny Selected Users
Return to the Access Authorization Menu
Return to the Main Menu
Pending Focal Point Information
Print
Close
User Role: Focal Point
User Name: JUAN MARTINEZ
Email Address: juanmartinez@noemail.gov
Title: FOCAL POINT
Organization: DHS ICE CR
Street Address: 123 FEDERAL DRIVE
City, State, Zip: WASHINGTON, DC
Country: USA
Phone Number: 555-555-5555
Requested Date: 11/16/2016 11:47
Justification:
I NEED CPARS FOCAL POINT ACCESS TO REGISTER CONTRACTS AND ASSIGN CPARS ACCESS FOR EMPLOYEES IN MY ORGANIZATION WHO EVALUATE CONTRACTOR PERFORMANCE.

Click on User Name to view detailed POC information and Justification.

Approving Focal Point Access

CPARS

Pending Focal Point Requests

- To approve a user request(s) from the list, place a check next to the user(s) and click Approve Selected Users.
- To deny a user request(s) from the list, place a check next to the user(s), enter a Reason(s) for Denial, and click Deny Selected Users.

Select	Role	User Name/Justification	Email Address	Phone Number	Organization	Requested Date	Reason for Denial
☑	Focal Point	JUAN MARTINEZ	juanmartinez@noemail.gov	555-555-5555	DHS ICE CR	11/16/2016 11:47	

The Focal Point must be a Government employee. By clicking "Approve Selected Users" I certify that the Focal Point(s) is a Government employee.

Approve Selected Users

Deny Selected Users

Return to the Access Authorization Menu

Return to the Main Menu

Click Select checkbox next to user.
Click Approve Selected Users.

Approving Focal Point Access

Focal Point receives automatic email notification with their User ID.

From: WEBPTSMH
To: juanmartinez@noemail.gov
Cc:
Subject: CPARS Notification

CPARS/FAPIIS NOTIFICATION
https://www.cpars.gov

You have been granted access to CPARS/FAPIIS as a Focal Point.

Your User ID is: JMART. You can obtain a temporary password by using the 'Forgot Password' function at the System Logon screen, available at https://www.cpars.gov. When you log in, you will be prompted to select the Organization(s) under your cognizance. If you have cognizance over multiple Organizations, please be sure to select all that apply.

The CPARS application includes the CPARS and FAPIIS modules. As a Focal Point, you play a critical role in administering these modules and collecting and maintaining past performance information. Past performance information entered in a CPARS module will be retrieved during future source selections and must be current and of the highest quality possible ensuring 'best value' contracting in the source selection process.

Your role allows the following actions:
* Identify which contracts and grants are eligible for reporting
* Determine user roles and grant access to the Evaluation automated workflow
* Provide user assistance, training and policy guidance
* Monitor your organization's progress with the available reports

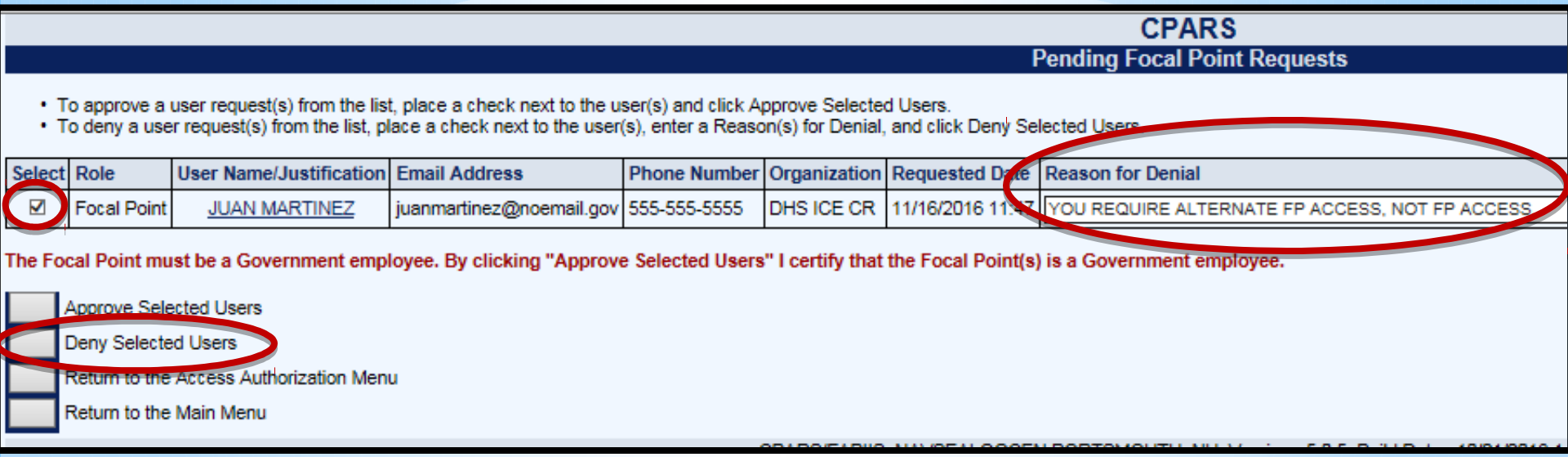
Here's some information to help you get started:

- Familiarize yourself with the resources and options available at the website, especially the training information, the Federal Guidance for CPARS document, User Manuals and other resources.

- Use the 'Submit Suggestion' button from the Main Menu to forward your enhancement suggestions to the Program Office.

- For any assistance with CPARS, please contact the Customer Support Desk at (207) 438-1690 or via email at webptsmh@navy.mil.

Denying Focal Point Access


CPARS
Pending Focal Point Requests
• To approve a user request(s) from the list, place a check next to the user(s) and click Approve Selected Users.
• To deny a user request(s) from the list, place a check next to the user(s), enter a Reason(s) for Denial, and click Deny Selected Users.
Select
Role
User Name/Justification
Email Address
Phone Number
Organization
Requested Date
Reason for Denial
Focal Point
JUAN MARTINEZ
juanmartinez@noemail.gov
555-555-5555
DHS ICE CR
YOU REQUIRE ALTERNATE FP ACCESS, NOT FP ACCESS
The Focal Point must be a Government employee. By clicking "Approve Selected Users" I certify that the Focal Point(s) is a Government employee.
Approve Selected Users
Deny Selected Users
Return to the Access Authorization Menu
Return to the Main Menu

Click Select checkbox next to user. Enter Reason for Denial. Click Deny Selected Users.

Denying Focal Point Access

From: webptsmh@navy.mil
To: juanmartinez@noemail.gov
Cc:
Subject: CPARS Notification

CPARS NOTIFICATION
https://www.cpars.gov

Your Focal Point access request has been denied by: JANE SMITH, janesmith@noemail.gov for DHS, DHS ICE CR for the following reason:

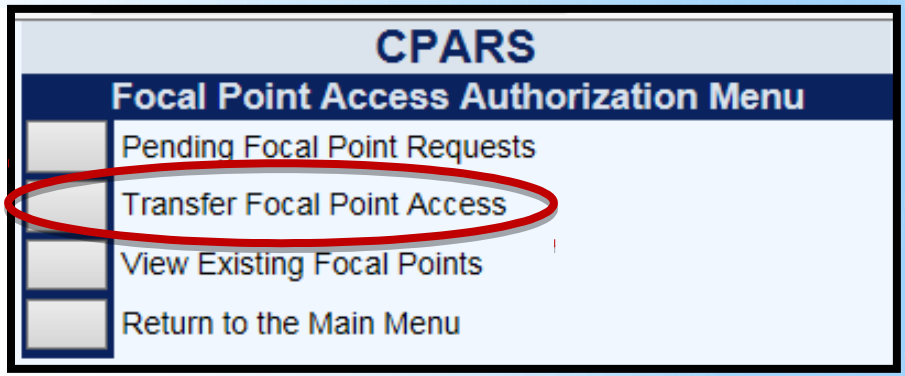
YOU REQUIRE ALTERNATE FP ACCESS, NOT FP ACCESS.

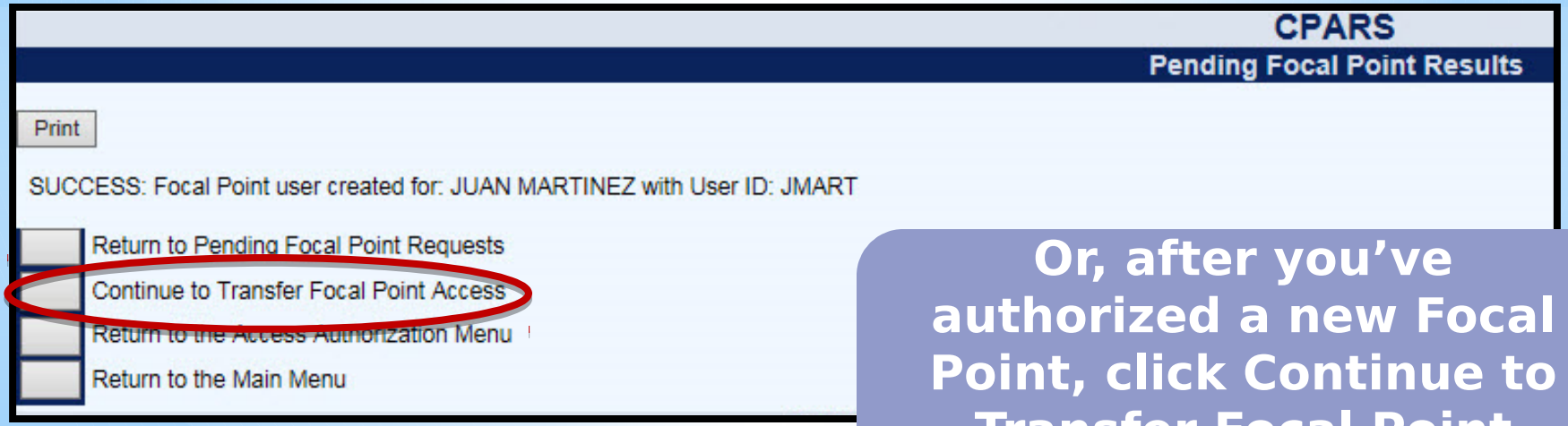
- If you have questions regarding your access request, please contact the individual listed above.

Requestor receives automatic email notification stating that their access request has been denied.

Transferring Focal Point Access

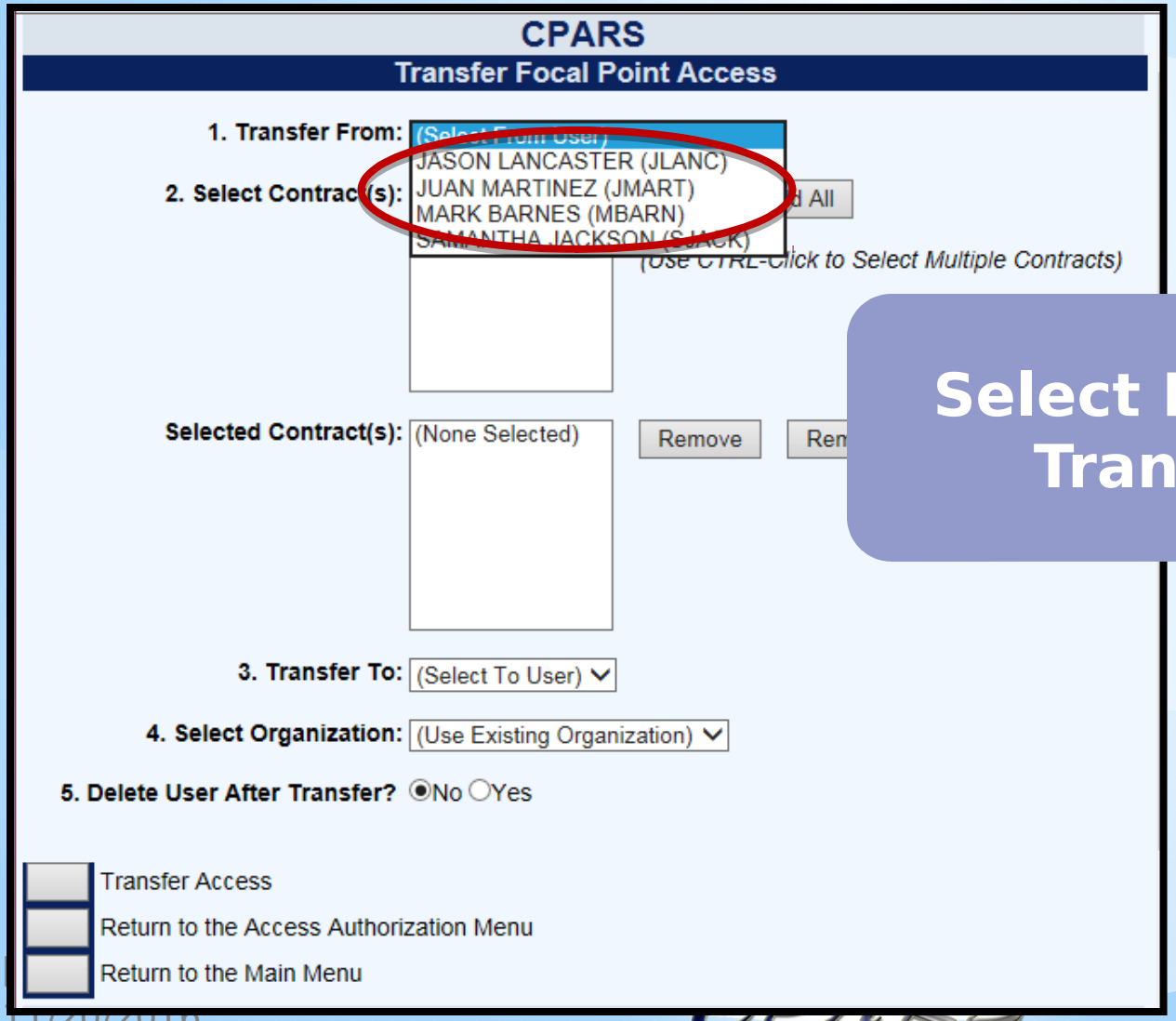
From Focal Point Access Authorization Menu, click Transfer Focal Point Access.




CPARS
Pending Focal Point Results
Print
SUCCESS: Focal Point user created for: JUAN MARTINEZ with User ID: JMART
Return to Pending Focal Point Requests
Continue to Transfer Focal Point Access
Return to the Access Authorization Menu
Return to the Main Menu

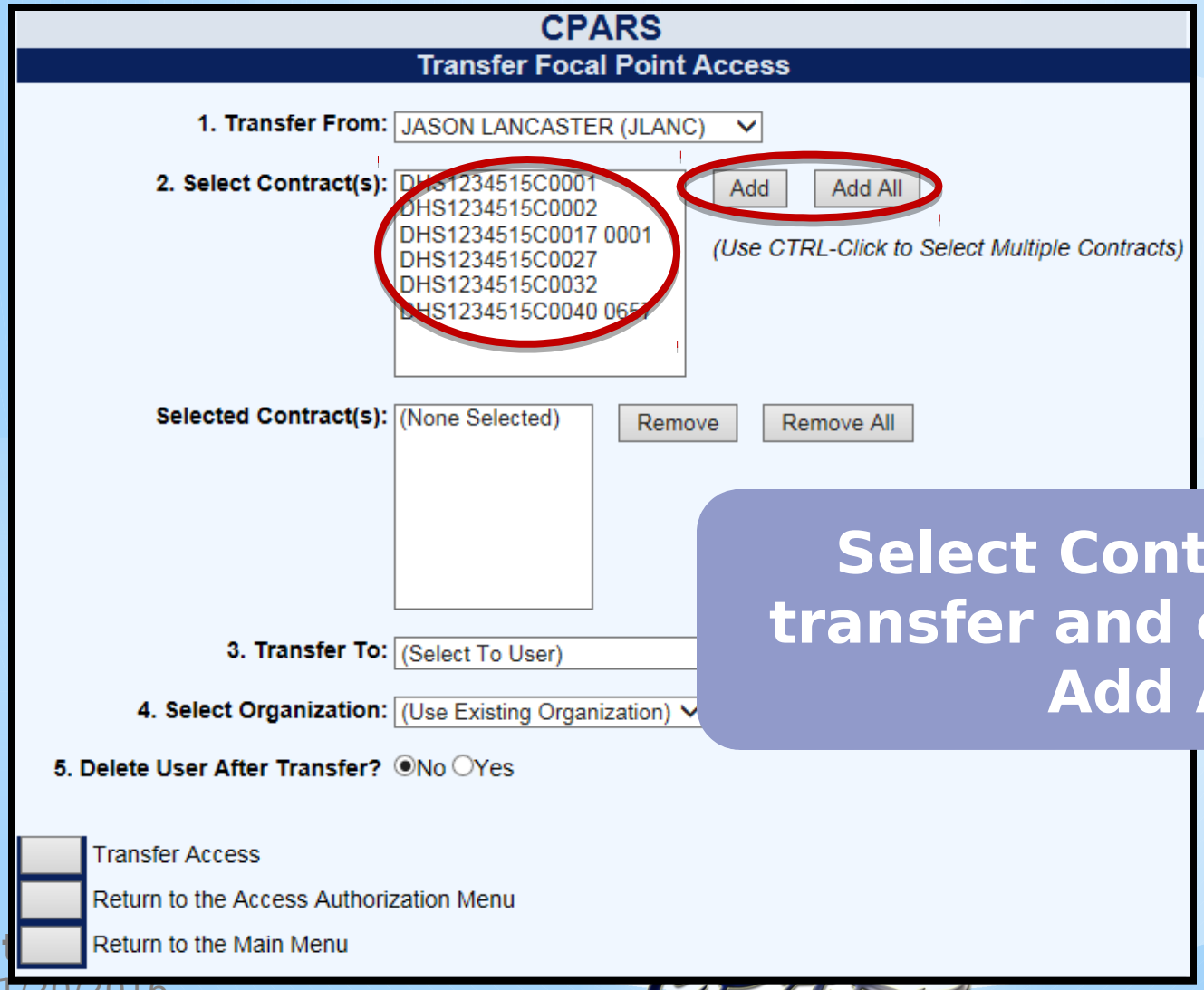
Or, after you've authorized a new Focal Point, click Continue to Transfer Focal Point Access.

Transferring Focal Point Access



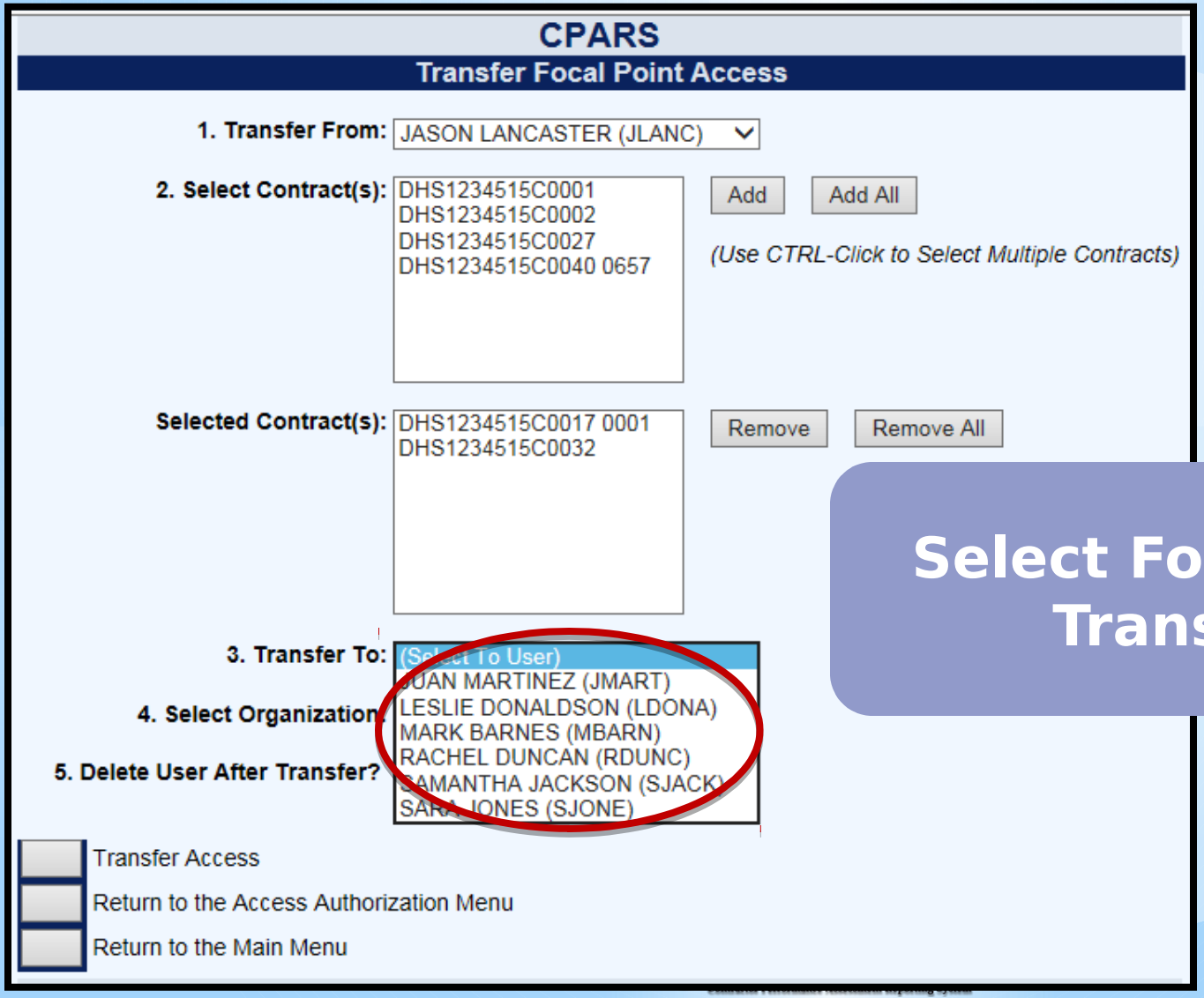
Select Focal Point to Transfer From.

Transferring Focal Point Access



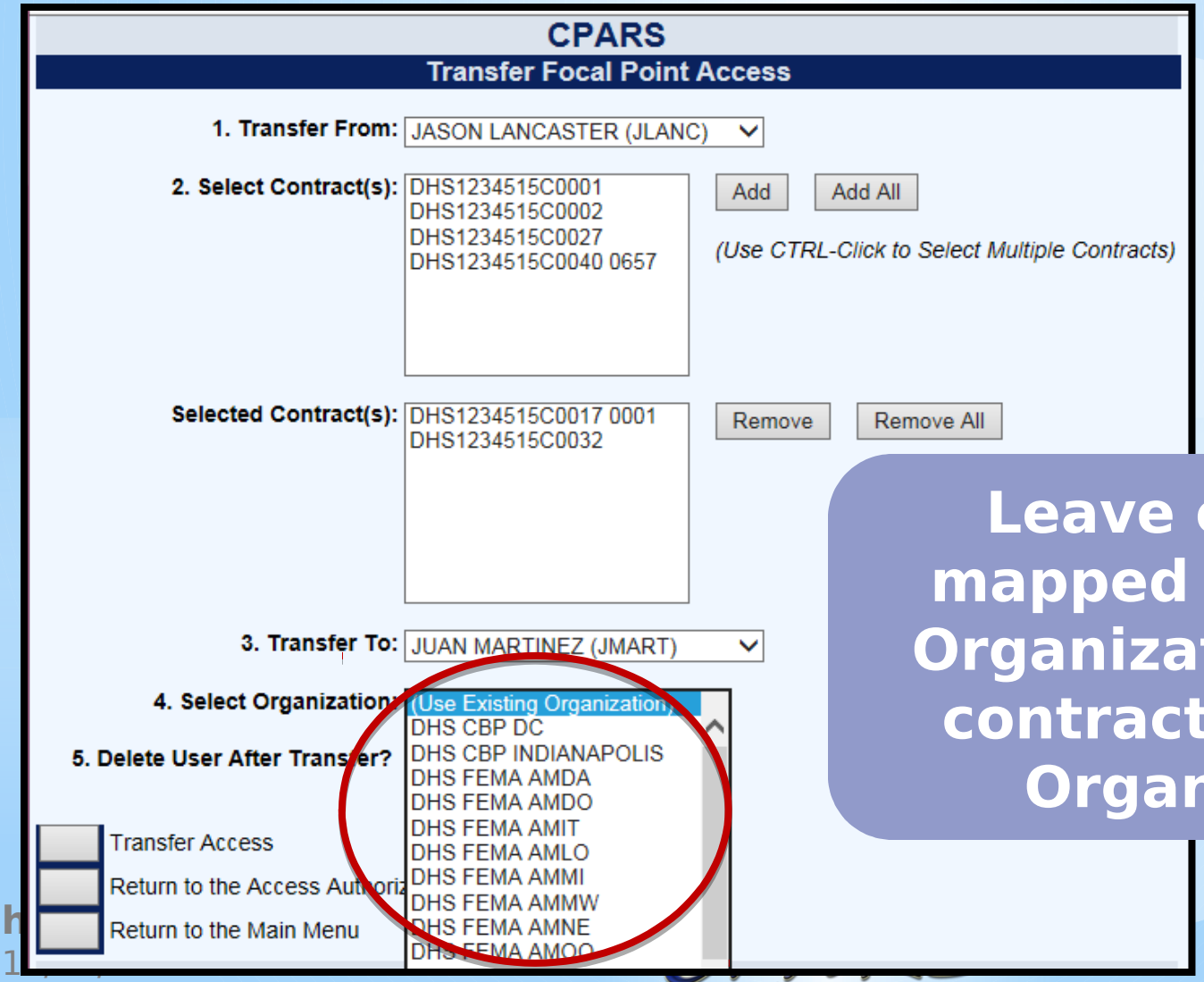
Select Contract(s) to transfer and click Add or Add All.

Transferring Focal Point Access



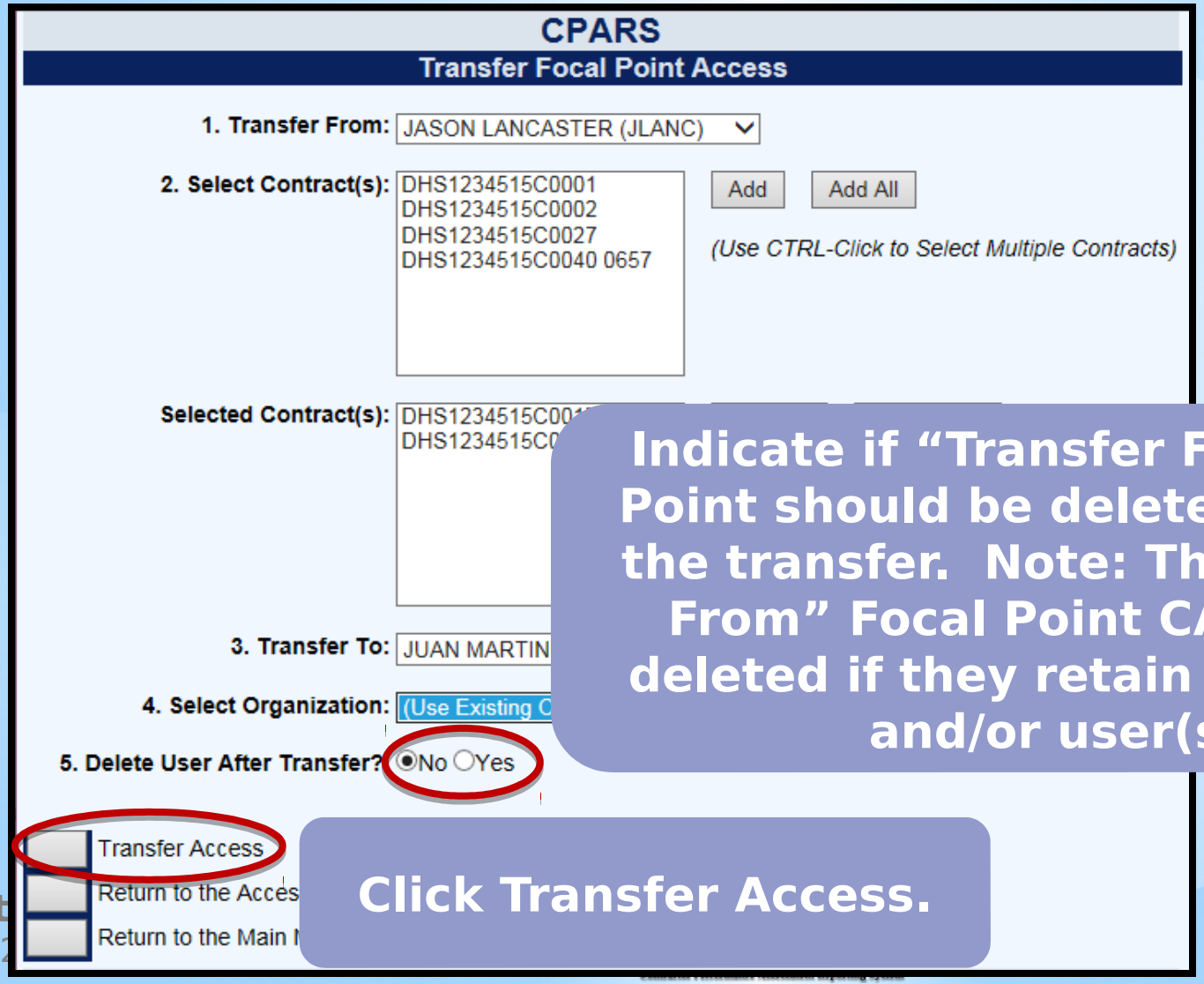
Select Focal Point to Transfer To.

Transferring Focal Point Access



Leave contracts mapped to Existing Organization or map contracts to a new Organization.

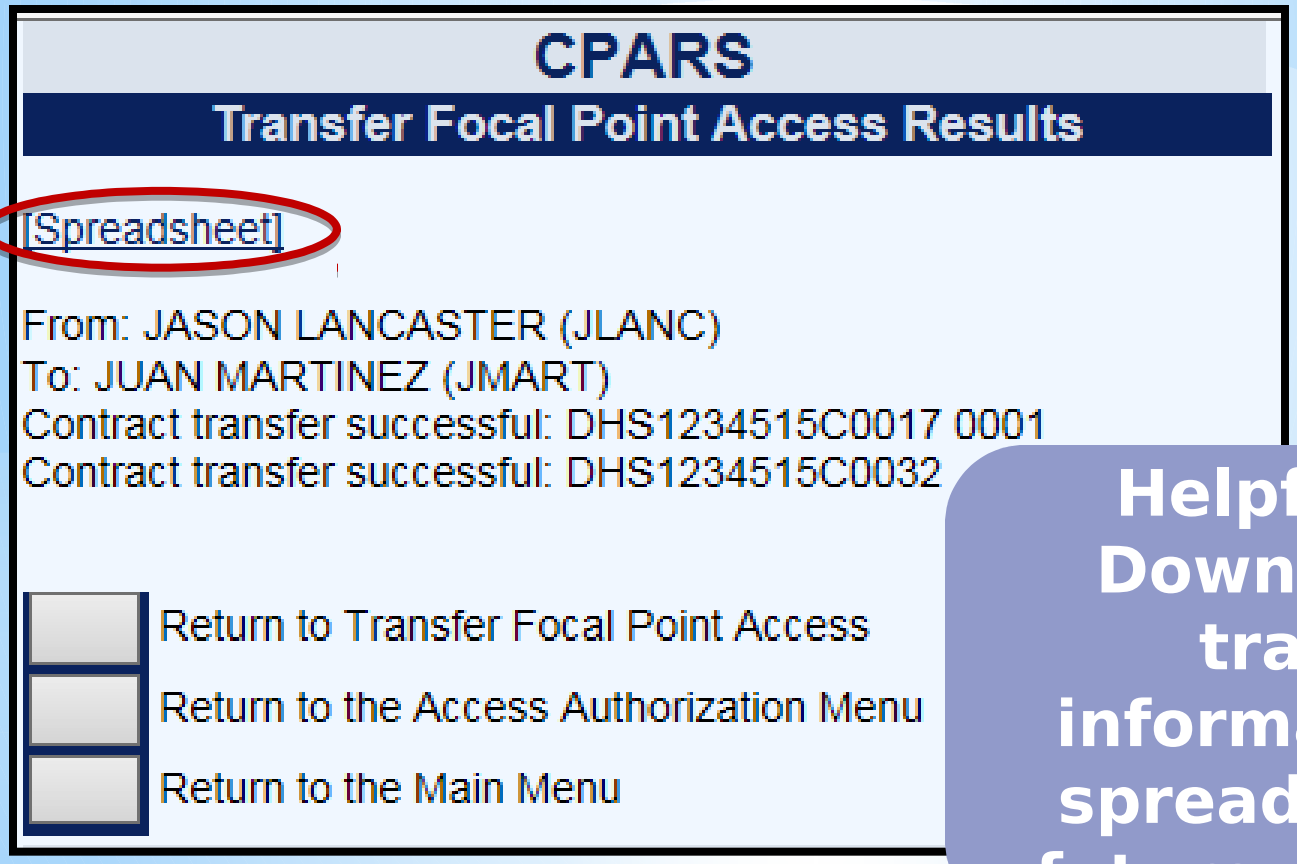
Transferring Focal Point Access


CPARS
Transfer Focal Point Access
1. Transfer From: JASON LANCASTER (JLANC)
2. Select Contract(s): DHS1234515C0001 DHS1234515C0002 DHS1234515C0027 DHS1234515C0040 0657
Add
Add All
(Use CTRL-Click to Select Multiple Contracts)
Selected Contract(s):
3. Transfer To: JUAN MARTIN
4. Select Organization: (Use Existing C
5. Delete User After Transfer? No Yes
Transfer Access
Return to the Acces
Return to the Main

Indicate if "Transfer From" Focal Point should be deleted following the transfer. Note: The "Transfer From" Focal Point CANNOT be deleted if they retain contract(s) and/or user(s).

Click Transfer Access.

Transferring Focal Point Access

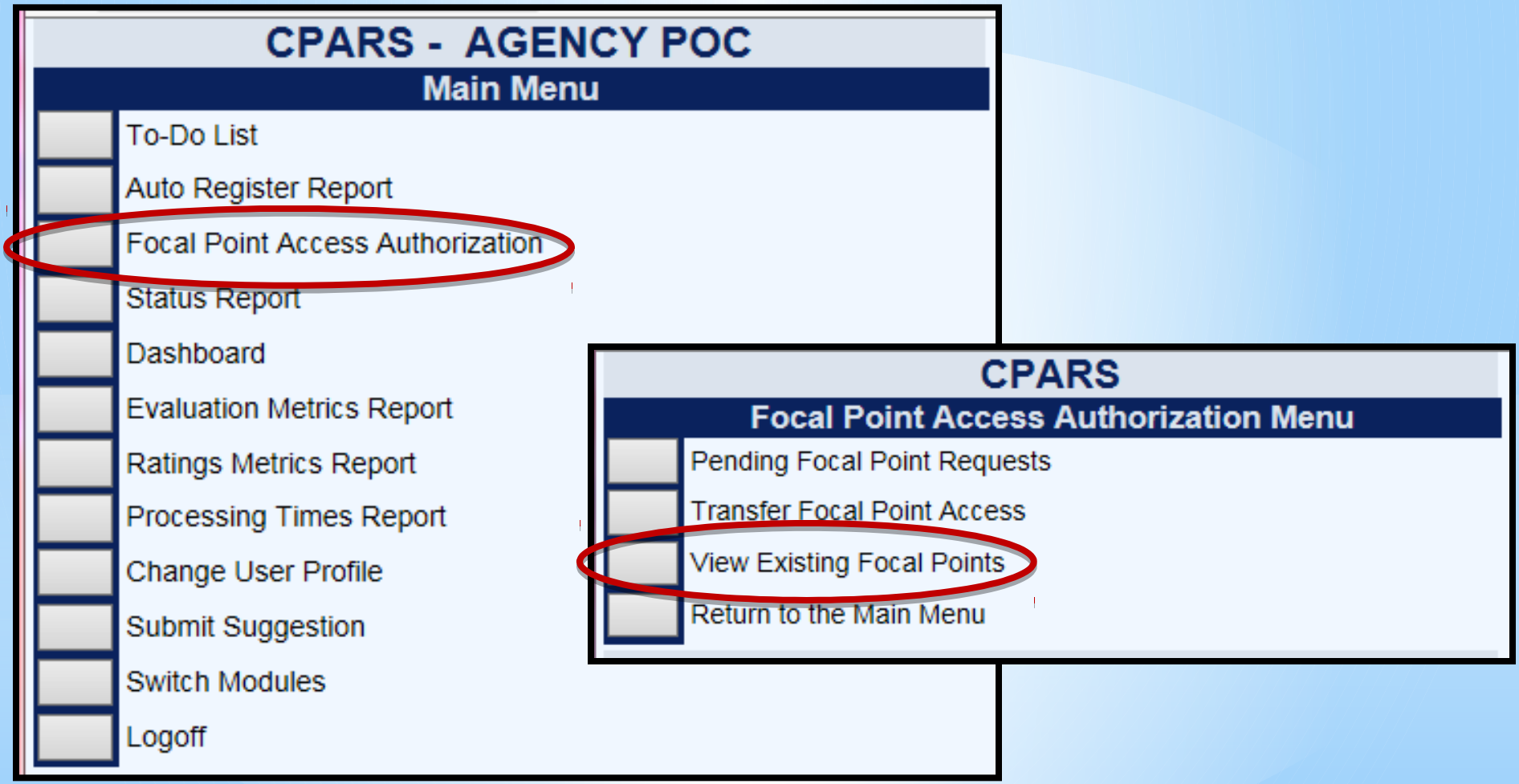

CPARS
Transfer Focal Point Access Results
[Spreadsheet]
From: JASON LANCASTER (JLANC)
To: JUAN MARTINEZ (JMART)
Contract transfer successful: DHS1234515C0017 0001
Contract transfer successful: DHS1234515C0032
Return to Transfer Focal Point Access
Return to the Access Authorization Menu
Return to the Main Menu

Helpful Hint: Download the transfer information in a spreadsheet for future reference.

Transferring Focal Point Access

Important Note: Transferring Focal Point access transfers contracts/users in the CPARS module only. If the Focal Point being transferred from has records or users in the Federal Awardee Performance and Integrity Information System (FAPIIS) module, contact the CPARS Customer Support Desk for assistance in transferring those FAPIIS contracts and users.

Focal Point List



Focal Point List

CPARS

Focal Point List - 04/08/2016

[Spreadsheet]

Organization	Role	User Name	Phone Number	Email Address	Created Date	Last Accessed Date	Active In *	
							CPARS	FAPIIS
AFRICA	Focal Point	MIKE FPPEACE	X	mike@peace.gov	10/26/2015	11/05/2015	Y	N
AFRICA	Focal Point	RONALD BROWN	555-555-5550	ronald@noemail.gov	04/08/2016	04/08/2016	N	N
DOMESTIC	Focal Point	SUSAN JONES	555-555-5555	susan@noemail.gov	02/24/2016	04/08/2016	Y	N
DOMESTIC	Alternate	JANE WHITE	555-555-5557	jane@noemail.gov	02/29/2016	03/28/2016		
DOMESTIC	Focal Point	MIKE FPPEACE	X	mike@peace.gov	10/26/2015	11/05/2015	Y	N
EUR MEDIT ASIA	Focal Point	ALICE SAMUELSON	555-555-5551	alice@noemail.gov	04/08/2016	04/08/2016	N	N
EUR MEDIT ASIA	Focal Point	MIKE FPPEACE	X	mike@peace.gov	10/26/2015	11/05/2015	Y	N
INTER-AMERICA, PACIFIC	Focal Point	MARIA DIAZ	555-555-5552	maria@noemail.gov	04/08/2016	04/08/2016	N	N
INTER-AMERICA, PACIFIC	Focal Point	MIKE FPPEACE	X	mike@peace.gov	10/26/2015	11/05/2015	Y	N

* **Active In**
Y - Under CPARS: indicates that user(s) have been assigned access. Under FAPIIS: indicates a record(s) has been entered.
N - Under CPARS: indicates that no users have been assigned access. Under FAPIIS: indicates no records have been entered.

Return to the Access Authorization Menu

Return to the Main Menu

Customer Support & Website

- ✓Customer Support Desk
  - Monday – Friday: 6:30 am – 6:00 pm ET
  - Commercial: 207-438-1690
  - Email: webptsmh@navy.mil
- ✓CPARS Website: https://www.cpars.gov
  - System Logon
  - Guidance for CPARS Document
  - User Manual
  - Training Information
  - Quality Checklist
  - FAQs

THANK
YOU !